

Job Site Supervisors are responsible for the following activities:

- Organize and supervise the work and weekly assignments of the intern.
- Introduce office procedures and policies to intern.
- Supervise intern's job performance – quality of work, attendance, and overall behavior.
- Serve as a mentor.
- Complete the Midterm and Final Performance Report (the online link will be emailed to you)
- Function as a liaison to CRF.
- Contact CRF staff to address issues that may arise. Communication is the key to a successful partnership.

Discuss the following information with students on their first day of work:

- Job duties and expectations.
- Office rules.
- Daily work schedule including lunch and other breaks.
- Office attire: clothing and footwear (e.g. formal or office casual)
- Location of work station, equipment, restrooms, lunch room, etc.
- Procedures for:
 - To whom does the intern report? To whom does the intern report if the supervisor is absent/not available?
 - Introduce intern to people in the office and have intern fill out any necessary paperwork.
 - Operating machines (copiers, computers, fax, etc.).
 - Answering and using the telephone.
 - Arriving and leaving the work area.
 - Confidentiality of information (this will also be addressed in an educational seminar)
 - Areas that are off limits?

Role of CRF's Staff

To ensure that both the students and job sites have the best possible experience, CRF staff will:

- Handle payroll and students' worker's compensation insurance.
- Provide seminars on professionalism for students to prepare them for their work experience.
- Act as resources to the interns and the site supervisors.
- Review the Midterm and Final Performance Report.
- Check in with site supervisors biweekly.
- Facilitate communication between students and the site supervisor if issues arise.

Monitoring Intern Performance

Two goals of the job site experience are to expose interns to a professional work environment and to help interns develop mentoring relationships with adults. Job site supervisors are encouraged to offer constructive criticism and guidance to interns regarding work performance and job habits. Direct communication from the supervisor is most effective.

In the event that an issue arises concerning intern work habits or job performance, we ask that job site supervisors discuss the issue with the intern and handle the situation as you would with a regular employee. The site supervisor should always inform CRF staff should an issue arise, and if needed, CRF staff is available to facilitate communication and discussion between the intern and the supervisor.